EMPLOYMENT OPPORTUNITY

Diversity Affairs Officer
Mayor’s Office

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit http://accessibility.ogdencity.com or contact Relay Utah at 711 or 888.735.5906.

Job Summary: Under the direction of the Mayor and Chief Administrative Officer: develop and implement strategies and programs to collaborate with our diverse community; build positive relationships with applicable agencies, organizations, and groups; help create a community and organization with a culture that promotes being welcoming and inclusive; work with City departments and divisions to recruit and retain employees from diverse backgrounds; coordinate the celebration of heritage and cultures; identify challenges and leverage opportunities to better support all of our citizens; communicate with individuals and groups related to diversity issues; and fulfill the responsibilities associated with the diversity charter.

Experience and Training Guidelines: Five years of increasingly responsible diversity affairs experience preferably within a municipal government environment. Bachelors degree from an accredited college or university with major course work in, ethnic studies, sociology, public administration, communications, or related fields. Experience with facilitation and/or mediation is desired. Possession of, or ability to obtain, a valid Utah driver's license. Work in an office environment; sustained posture in a seated position for prolonged periods of time. While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.

Knowledge of:
- Knowledge of diversity affairs principles and practices
- Principles and practices of municipal government
- Methods of research, analysis and report preparation
- Business writing and composition; grammar, spelling and punctuation
- Current office procedures, methods and computer software and hardware including Microsoft Office and Windows operating system
- Principles and procedures of record keeping
- Understanding of political sensitivity
- Fundamentals of problem-solving
- Prioritization and time management skills
- Business telephone, email and social media etiquette
- Basic knowledge of social media tools

Ability to:
- Spanish proficiency is preferred.
- Ability to react well under pressure; perform duties and tasks at expected levels of quality and quantity while remaining professional and tactful
- Adapt well to changes in the work environment; able to deal with frequent shifts in priorities or unexpected events
- Excellent organizational skills and ability to multitask are needed to carry out the many demands of this position
- Excellent oral and written communication skills and the ability to be an engaging public speaker
• Understand and follow oral and written instructions from the Mayor and Chief Administrative Officer
• Communicate with the public and others in person, on the telephone, via e-mail and social media
• Motivate, organize and lead volunteers and employees

**Behavior/Conduct**
• Conduct self with integrity and demonstrate ethical, respectful behavior at all times
• Take responsibility for own actions and words
• Be truthful, sincere, and honest in dealing with others
• Contribute as a team member
• Maintain appropriate confidentiality

**Essential Functions:** Under the direction of the Mayor and Chief Administrative Officer.

• Promotes and follows the City’s values and expectations.
• Direct and maintain the Mayor’s Office of Diversity Affairs which includes a variety of staff duties to ensure that diverse groups are integrated into City government and the community.
• Brief the Mayor, Chief Administrative Officer, and the Executive Staff on issues and trends that are emerging in the community, and suggest ideas that will promote participation and integration.
• Serve as liaison with boards and committees in order to be familiar with concerns of the diverse community and to better assist in solutions.
• Coordinate with Department Directors on diversity issues and events.
• Assist Directors and the Human Resource Office in developing programs that increase the hiring, retention and promotion of minority and ethnic employees, and that promote positive interaction between the departments and diverse groups.
• Coordinate diversity affairs programs and services with Human Resources Division and the City Attorney’s Office.
• Coordinate with the Human Resource Office to create, implement and direct diversity awareness and other trainings for city employees.
• Coordinate with the Human Resource Office to update and implement an effective EEO action plan.
• Attend diversity events, festivals and conventions on behalf of the Mayor’s Office.
• Provide information on programs and opportunities that are available to assist our diverse community.
• Respond to requests for information from diversity groups and organizations.
• Serve as staff to the Joint Diversity Steering Committee and associated ad hoc committees.
• Fulfill the responsibilities as described in the diversity charter.
• Serve on relevant committees and boards that promote inclusion.
• Seek, accept and incorporate input and feedback from the Mayor, Chief Administrative Officer, Department Directors, City Attorney and Human Resources Manager
• Work independently in the absence of supervision.
• Perform related duties and responsibilities as required.
• Respond to and resolve difficult and sensitive citizen inquiries.
• Coordinate diversity-related media with communications staff.
• Understand the organization and operation of the City and of other departments and agencies as necessary to assume assigned responsibilities.
• Participate in safety and risk management activities; take action to reduce liability to the city.
• Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
• Interpret and apply applicable policies and procedures.
• Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
Independently prepare correspondence and memoranda.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to performance of assigned duties and responsibilities which may include sitting for extended periods of time, operating assigned equipment, operating a vehicle, maintain effective audio-visual discrimination and perception.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Ability to comply with all city policies and regulations, including safety and risk management standards.

Marginal Functions: Perform related duties and responsibilities as required.

Criminal History and/or Financial History Background Check: Successful applicant must pass background check.

Veteran's Preference Points: Applicants MUST submit a copy of their DD-214 with their application and before the closing date in order to receive veteran's points. This is for initial appointments only.

Driver’s License Report (MVR): Drivers license report (MVR) will be obtained by the HR division when applicable.

Education Requirement: Successful applicant must submit a copy of above education requirements when requested.

Salary: $18.00 – $22.00 per hour

Application Procedure: On-line applications will be accepted at www.ogdencity.com until Wednesday, October 21, 2015. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience. Highest ranking applicants may be invited for a personal interview.

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October 7, 2015